



CAREER OPPORTUNITY

DEPUTY DISTRICT DIRECTOR

GS-340-14/15

ANNOUNCEMENT NO.: 03H-392R-CP

OPENING DATE: March 25, 2003

CLOSING DATE: April 14, 2003

Applications **must** be received by the closing date.

POSITION: Deputy District Director, GS-340-14/15
(Full Performance Level is GS-340-15)

SALARY: GS-14: \$84,071 - \$109,295 per annum (includes 16.15% locality pay adjustment)
GS-15: \$98,890 - \$128,557 per annum (includes 16.15% locality pay adjustment)

LOCATION: Illinois District Office, Office of District Director (Chicago, IL)

AREA OF CONSIDERATION: All Recruiting Sources – Any U.S. Citizen

COMPETITIVE STATUS REQUIRED: Competitive status is not required. U.S. citizenship is required.

This is a permanent position with a full-time work schedule.

This position is designated as Regular Funded.

NOTE: THIS IS A RE-ADVERTISEMENT. THOSE WHO PREVIOUSLY APPLIED UNDER ANN. # 03H-392-CP DO NOT NEED TO RE-APPLY BUT MUST SUBMIT A RESPONSE TO QUALITY RANKING FACTOR # 5.

Competitive status is required unless you are eligible for appointment under a special hiring authority (e.g. Veterans Readjustment Act, appointments for the disabled, Outstanding Scholars, etc.). More information on special appointing authorities is available at <http://www.usajobs.opm.gov/ei11.htm> (disabled); <http://www.usajobs.opm.gov/ei52.htm> (veterans); <http://www.usajobs.opm.gov/ei22htm> (Outstanding Scholar).

DUTIES

The incumbent serves as the Assistant to the District Director and assists in all phases of the District's operating programs. These programs include loan financing, servicing and liquidation, community and business development, minority small business, supporting legal and administrative services and key liaison person with local, city, state and federal government entities. Formulates and finalizes the District's operating plans and budget. Integrates operating programs for effective delivery of services and staff assistance to support office needs. Assists the District Director in administering the operations of small business advisory councils, the Service Corps of Retired Executives (SCORE) in the state. Works with community leaders and state officials throughout the state on agency programs. Assists the District Director in internal administrative functions of the District Office that includes personnel, budget, program management and staff utilization. Advises the District Director on problems/issues that impact on operating programs; hears group grievances and reviews serious disciplinary cases and disciplinary programs. Participates with the District Director in implementing the Equal Employment Opportunity Program in the District Office. Performs other duties of District Director in his/her absence. There may be situations in which the ability to speak Spanish would be desirable in order to enhance the services provided by the SBA.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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MINIMUM QUALIFICATION REQUIREMENTS:

The following is an excerpt from the Office of Personnel Management's Qualification Standards Handbook for General Schedule Positions. These standards are available in most Federal personnel offices for review. Applicants must have one year of specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience must have been at least equivalent to the next lower grade level in the Federal service.

GS-14: specialized experience must demonstrate that the applicant has experience as a line supervisor or team/group leader of a program or operation where the program/operation was broad in scope having several distinct functional areas, impacting on external organizations. Experience may have been gained in the public or private sectors.

GS-15: specialized experience must demonstrate that the applicant has been responsible for directing the work of a multi-program and/or multi-division operation. The operation should include at least some of the following: financial assistance, credit/lending, procurement, community and business development, management assistance, marketing and outreach, internal support (i.e. human resources, information systems management, and administrative support functions.) Experience may have been gained in the public or private sectors.

If you are a current Federal employee applying for consideration under SBA's Merit Promotion and Placement Plan, you must meet the qualifications and time-in-grade requirement within 45 days of the vacancy announcement closing date.

QUALITY RANKING FACTORS:

To receive full consideration for your experience and/or education, it is strongly recommended that you submit a narrative, separate from your resume or application form, addressing each of the factors listed below. Be specific; each factor must be addressed individually; however, the total narrative of the five factors may not exceed two pages in total. If you are found qualified, this information will be heavily relied upon in the ranking process. Please provide information in the following order:

1. Ability to direct, coordinate and manage a program or divisional operation engaged in the delivery of services.
2. Knowledge of the full range of business management methods, practices and techniques (to include financial management, procurement/purchasing, marketing, organization/management, etc).
3. Skill in meeting, dealing, negotiating or maintaining effective working relationships with diverse individuals or groups.
4. Ability to supervise.
5. Ability to Speak and Converse in Spanish (desirable).

OTHER INFORMATION:

The ability to speak Spanish will also be assessed during the interview process.

SBA is an Equal Employment Opportunity Employer.

Payment of relocation expenses is authorized as permitted by Federal Travel Regulations.

If selected, you will be required to provide documents proving that you are eligible to work in the United States.

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If you are a male born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

If selected, you may be required to serve a one year supervisory/managerial probation period.

HOW TO APPLY:

Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/blj.htm> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan.

Status applicants who wish to be considered under both procedures must submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only.

Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, persons eligible under the Veterans Readjustment Act, etc.) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/ei11.htm> (disabled), <http://www.usajobs.opm.gov/ei13.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).

Individuals who do **not** have competitive status and who are **not** eligible under a special appointing authority will be considered under competitive examining procedures only.

Veteran preference only applies to applicants applying under competitive examining procedures. Information about veteran preference is available at <http://www.usajobs.opm.gov/ei3.htm>.

The time-in-grade requirement only applies to current Federal employees applying under SBA's Merit Promotion and Placement Plan.

- You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you may lose consideration for the job. You should also submit:
- Two page supplemental statement that provides examples of your experience which address the Quality Ranking Factors used in the rating process. The supplemental statement must address all the quality ranking factors described above. **The factors must be addressed individually and not exceed two pages in total.** If the supplemental statement exceeds two pages, only the first two pages will be considered in the evaluation process.
- If you are a current Federal employee, your most recent annual performance appraisal.
- If you are a current or former Federal employee, your most recent SF 50, Notification of Personnel Action.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty. If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and proof required by that form. The SF 15 is available at <http://www.opm.gov/forms/html/sf/html>

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/html/eqct.htm#ICTAP> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are a surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of a Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.

If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors, and receive at least two-thirds of the total possible points for the quality ranking factors (knowledge, skills and abilities).

If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Readjustment Act, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.

All applications must be **received** in the Office of Human Capital Management **by the closing date of this announcement**. Only material requested by the announcement will be used to rate your application. Your application will not be returned to you. Application packages should be delivered to:

U.S. Small Business Administration
Office of Human Capital Management
Attention: Barbie Woods,
409 3rd St., SW
Washington, DC 20416

Applications will be accepted from faxes. Applications may be faxed to the attention of Barbie Woods at 202-205-2266 (please call Barbie Woods at 202-205-6190 to confirm receipt). Applications may be forwarded as attachments to e-mails and sent to the SBA HR mailbox at hrijobapplications@sba.gov. Please do not attempt to transmit elaborate forms or complex fonts. Documents in "Word" attached to your e-mail will be most easily retrieved in our office. Please include the vacancy announcement number in the subject line of your e-mail. Please indicate in your e-mail whether additional documents (e.g., performance appraisal and SF-50) will be faxed.

EVALUATION CRITERIA:

If you meet the minimum qualification requirements, you will be evaluated on:

Quality Ranking factors (all applicants)

Training completed in the last 5 years (for merit promotion only)

Awards received in the last 3 years (for merit promotion only)

Your most recent annual performance rating of record (for merit promotion only)

Veteran preference (for competitive examining only)

WHERE TO GET FORMS AND ADDITIONAL INFORMATION:

The Optional Application for Federal Employment (OF 612) is available at <http://www.opm.gov/forms/html/of.htm#Of612>.

Hearing-impaired individuals who need assistance may call the Federal Information Relay Service at 1-800-877-8339. Contact the person named above if you need reasonable accommodation for a disability.

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SBA Form 534 (3/00)

The SBA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify Barbie Woods. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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